

1 BILL NO. S-93-11-07 (as amended)
2 SPECIAL ORDINANCE NO. S-84-93

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**AN ORDINANCE APPROVING A
POLICY AND PROCEDURE
MANUAL FOR THE CITY OF
FORT WAYNE.**

7 WHEREAS, I.C. 5-10-6-1 provides that employee
8 benefits such as vacation with pay, sick leave, paid
9 holidays and other similar benefits must be established
by ordinance; and

10 WHEREAS, there is a desire to establish a
11 procedure for amending the City's Policy and Procedure
12 Manual in the future.

13 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF
14 THE CITY OF FORT WAYNE, INDIANA:

15 SECTION 1. The August, 1993, revised edition
16 of the City of Fort Wayne's Policy and Procedure Manual,
17 two (2) copies of which are on file in the office of the
18 City Clerk and available for public inspection, is hereby
19 approved and ratified.

20 SECTION 2. Amendments to the City of Fort
21 Wayne's Policy and Procedure Manual may be made by
22 executive order and effective fifteen (15) days after
23 distribution to employees, provided that Council approval
24 shall be needed for any amendments related to vacation
25 with pay, sick leave, paid holidays and other similar
26 benefits.

27 SECTION 3. That this Ordinance shall be in
28 full force and effect from and after its passage and any
29 and all necessary approval by the Mayor.

30 SECTION 4. Prior to June 1, 1994, the City
31 Administration shall explore the possibility of civil
32 service employment for City employees, and shall submit
its written report and/or recommendations to the Common
Council for its consideration and further action.

Rebecca J. Ravine
Council Member

SPECIAL ORDINANCE NO.

AN ORDINANCE APPROVING A
POLICY AND PROCEDURE
MANUAL FOR THE CITY OF
FORT WAYNE.

WHEREAS, I.C. 5-10-6-1 provides that employee benefits such as vacation with pay, sick leave, paid holidays and other similar benefits must be established by ordinance; and

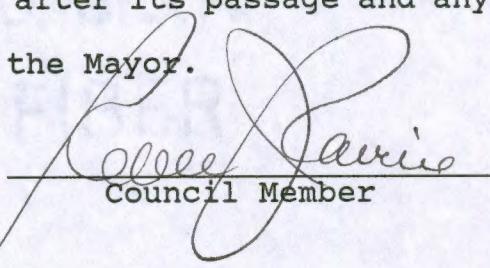
WHEREAS, there is a desire to establish a procedure for amending the City's Policy and Procedure Manual in the future.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. The August, 1993, revised edition of the City of Fort Wayne's Policy and Procedure Manual, two (2) copies of which are on file in the office of the City Clerk and available for public inspection, is hereby approved and ratified.

SECTION 2. Amendments to the City of Fort Wayne's Policy and Procedure Manual may be made by executive order and effective fifteen (15) days after distribution to employees, provided that Council approval shall be needed for any amendments related to vacation with pay, sick leave, paid holidays and other similar benefits.

SECTION 3. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.


Allen Davis
Council Member

APPROVED AS TO FORM
AND LEGALITY


J. TIMOTHY McCAULAY, CITY ATTORNEY

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by _____, title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____ M., E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LAST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	8			1
BRADBURY	✓			
EDMONDS				✓
GIAQUINTA	✓			
HENRY	✓			
LONG	✓			
LUNSEY	✓			
RAVINE	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: 11-9-93.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK
Kathy Eckhoff Deputy Clerk

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING) ORDINANCE RESOLUTION NO. 884-93 on the 9th day of November, 1993

ATTEST:

(SEAL)

Mark C. GiaQuinta

PRESIDING OFFICER

SANDRA E. KENNEDY, CITY CLERK
Kathy Eckhoff, Deputy Clerk

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 10th day of November, 1993, at the hour of 2:00 o'clock A.M., E.S.T.

Sandra E. Kennedy

SANDRA E. KENNEDY, CITY CLERK
Kathy Eckhoff, Deputy Clerk

Approved and signed by me this 12th day of November, 1993, at the hour of 8:00 o'clock A.M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR

SUSPENSION OF RULES

BILL NO. A-93-11-07 (as amended),
COUNCILMEMBER Ravine, MOVED TO SUSPEND THE RULES
FOR THE PASSAGE OF BILL NO. A-93-11-07, AT THE COMMON COUNCIL
MEETING OF THE CITY OF FORT WAYNE, INDIANA, HELD ON THE 9th,
DAY OF November, 1993, SAID MOTION WAS SECONDED BY
COUNCILMEMBER _____, AND DULY PASSED BY UNANIMOUS
VOTE OF ALL LEGALLY ELECTED MEMBERS OF THE COMMON COUNCIL. THE ABOVE
BILL NO. A-93-11-07 WAS THEN PLACED ON PASSAGE.

DATED: 11-10-93

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
<u>TOTAL VOTES</u>	<u>8</u>	_____	_____	_____
<u>BRADBURY</u>	✓	_____	_____	_____
<u>EDMONDS</u>	_____	_____	_____	_____
<u>GiaQUINTA</u>	✓	_____	_____	_____
<u>HENRY</u>	✓	_____	_____	_____
<u>LONG</u>	✓	_____	_____	_____
<u>LUNSEY</u>	✓	_____	_____	_____
<u>RAVINE</u>	✓	_____	_____	_____
<u>SCHMIDT</u>	✓	_____	_____	_____
<u>TALARICO</u>	_____	_____	_____	_____

PASSED AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA
ON 11-9-93, BILL NO. A-93-11-07 (as amended).

ATTEST

(SEAL)

DATED: 11-9-93.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK
Redgla E. Kennedy City Clerk



THE CITY OF FORT WAYNE



Paul Helmke
Mayor

M E M O R A N D U M

To: Mark GiaQuinta, President, City of Ft. Wayne Common Council

From: Tim McCaulay, Corporation Counsel

Subject: Policy and Procedure Manual

Date: October 28, 1993

S-93-11-07 (as amended)

On October 26, 1993, an ordinance dealing with a proposed Policy and Procedure Manual was discussed by the City Council. Passage of the manual was subsequently defeated by a vote of four (4) to three (3). Because there has been some indication that further discussion might be necessary, we are asking that this item be placed back on the Council agenda for the meeting of November 9, 1993. It is further requested that the Council "suspend the rules" so that this ordinance might be acted upon at that time.

In response to your inquiry as to the effect of not passing the Policy and Procedure Manual, the following concerns have been delineated;

1. The policies outlined in the 1983 Policy and Procedure Manual would govern the City's non-union employees. This is the last policy we have record of as having been passed by the City Council.
2. A potential savings of \$60,000/yr. would not be realized because the holiday schedule would reflect fifteen (15) holidays instead of ten (10) as proposed in the new Policy and Procedure Manual.
3. An inequity will result in the benefits currently accorded union and non-union employees.

It is hoped that this matter can be resolved as expeditiously as possible. Your attention to this issue is greatly appreciated. Should you have any questions, please don't hesitate to call.

An Equal Opportunity Employer
One Main Street, Fort Wayne, Indiana 46802

Admn. Appr. _____

DIGEST SHEET

TITLE OF ORDINANCE SPECIAL ORDINANCE

DEPARTMENT REQUESTING ORDINANCE HUMAN RESOURCES

SYNOPSIS OF ORDINANCE 1.) APPROVES AUGUST, 1993, REVISED EDITION OF

CITY OF FORT WAYNE'S POLICY AND PROCEDURE MANUAL;

2.) AMENDMENTS TO THE CITY OF FORT WAYNE'S POLICY AND PROCEDURE

MANUAL MAY BE MADE BY EXECUTIVE ORDER.

EFFECT OF PASSAGE AUGUST 1993 EDITION OF THE CITY OF FORT WAYNE'S

POLICY AND PROCEDURE MANUAL IS APPROVED.

EFFECT OF NON-PASSAGE AUGUST 1993 EDITION OF THE CITY OF FORT WAYNE'S

POLICY AND PROCEDURE MANUAL IS NOT APPROVED.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) _____

ASSIGNED TO COMMITTEE (PRESIDENT) _____

BILL NO. J-93-11-07. (as amended) -

REPORT OF THE COMMITTEE ON
REGULATIONS *Comm.*

DAVID C. LONG & REBECCA J. RAVINE - CO-CHAIRPERSONS
LUNSEY, SCHMIDT

WE, YOUR COMMITTEE ON REGULATIONS TO WHOM WAS

REFERRED AN (ORDINANCE) (RESOLUTION) APPROVING A POLICY
AND PROCEDURE MANUAL FOR THE CITY OF FORT WAYNE

HAVE HAD SAID (ORDINANCE) (RESOLUTION) ~~XXXXXXXXXX~~ UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (RESOLUTION) ~~XXXXXXXXXX~~

DO PASS **DO NOT PASS** **ABSTAIN** **NO REC**

DATED:

Sandra E. Kennedy
City Clerk

AMENDMENT TO S-93-11-07

A new Section 4. is hereby added containing the following language:

" SECTION 4. Prior to June 1, 1994, the City Administration shall explore the possibility of civil service employment for City employees, and shall submit its written report and/or recommendations to the Common Council for its consideration and further action."